

DATE

17 Oct.

TRANSMITTAL SLIP

TO:

IMB Subject: BREM 10-3

ROOM NO.

1236

BUILDING

Almes

REMARKS:

Originals.

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO.

RFPI ACES FORM 36-8

(47)

17 October 1986
OIS*658*86



MEMORANDUM FOR: Records Management Officer, DCI Area
Records Management Officer, DA
Records Management Officer, DI
Records Management Officer, DO
Records Management Officer, DS&T

FROM:



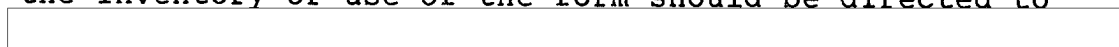
Chief, Information Resources
Management Division, OIS

SUBJECT: Annual Records Inventory - FY 1986

1. Attached are copies of Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's records holdings in FY 1986. We have included the volume figures reported in FY 1985 on the master copy of the form for each component. We also have provided each component with a blank copy of the form. Please inventory your record holdings and return the completed form to the Information Management Branch, IRMD, 1236 Ames Building, by 5 December 1986.

2. Please note that magnetic and film records should be reported by quantity rather than linear feet. To assist you in determining the quantity of word processing magnetic cards and diskettes, one inch of word processing magnetic cards equals 50 cards and one inch of diskettes equals 10 diskettes.

3. We are sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and will allow for directorate level management requirements. Questions concerning the inventory or use of the form should be directed to



Additional blank forms are available in IMB, 1236 Ames Building.



Attachments:
As stated

DDA/OIS/IRMD/IMB, (17 October 86) OIS*658*86

Distribution:

- 1 - Each addressee w/att.
- 1 - IRMD Chrono wo/att
- ✓ Original - IMB Subject w/att
- 1 - IMB Chrono wo/att

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) CIA
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	125,711	120,675	- 5,036
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	95,316	97,878	+ 2,562
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	21,389	20,759	- 630
d.	Other (Describe)	2,630	4,610	+ 1,980
TOTAL LINEAR FEET OF OFFICE FILES		245,046	243,922	- 1,124

II. CARD-SIZE FILES:

a.	3x5 Cards	5,513	6,281	+ 768
b.	5x8 Cards	15,914	15,413	- 501
c.	Punch Cards	414	232	- 182
d.	Abstracts	283	190	- 93
e.	Aperture Cards	1,935	2,346	+ 411
f.	Microfiche	3,849	3,308	- 541
g.	Other (Describe)	3,942	5,821	+ 1,879
TOTAL LINEAR FEET—CARD-SIZE FILES		31,850	33,591	+ 1,741

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	103,268	119,660	+ 16,392
b.	Audio Tapes	20,253	20,400	+ 147
c.	Video Tapes	19,915	23,345	+ 3,430
d.	Disc Packs	3,205	3,866	+ 661
e.	Word Processing Magnetic Tapes	5,702	5,240	- 462
f.	Word Processing Magnetic Cards	8,675	9,144	+ 469
g.	Magnetic Diskettes 5 1/4"	16,272	25,385	+ 9,113
h.	Magnetic Diskettes 8"	27,956	36,738	+ 8,782
i.	Paper Tapes	6	1,068	+ 1,062
j.	Other (Describe)	24,867	37,326	+ 12,459

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	33,975	21,916	- 12,059
b.	Microfilm—35mm Reels	9,822	8,189	- 1,633
c.	Microfilm Cassettes	3,523	5,037	+ 1,514
d.	Movie Film	1,179	1,149	- 30
e.	Other (Describe)	12,188	320,620 22,824	+308,432 +10,636

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD	FROM: (Directorate and Office) DI
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	27,363	23,792	-	3,571
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	38,778	40,077	+	1,299
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	7,356	8,098	+	742
d.	Other (Describe)	1,062	3,179	+	2,117
TOTAL LINEAR FEET OF OFFICE FILES		74,559	75,146	+	587

II. CARD-SIZE FILES:

a.	3x5 Cards	1,842	2,222	+	380
b.	5x8 Cards	10,171	10,067	-	104
c.	Punch Cards	102	58	-	44
d.	Abstracts	21	1	-	20
e.	Aperture Cards	1,836	2,077	+	241
f.	Microfiche	997	917	-	80
g.	Other (Describe)	299	1,781	+	1,482
TOTAL LINEAR FEET—CARD-SIZE FILES		15,268	17,123	+	1,855

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	5,823	4,736	-	1,087
b.	Audio Tapes	699	739	+	40
c.	Video Tapes	7,559	7,223	-	336
d.	Disc Packs	350	272	-	78
e.	Word Processing Magnetic Tapes	306	342	+	36
f.	Word Processing Magnetic Cards	115	172	+	57
g.	Magnetic Diskettes 5¼"	2,969	8,176	+	5,207
h.	Magnetic Diskettes 8"	6,769	8,644	+	1,875
i.	Paper Tapes		30	+	30
j.	Other (Describe)	37	114	+	77

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	3,231	2,458	-	773
b.	Microfilm—35mm Reels	3,771	3,796	+	25
c.	Microfilm Cassettes	2,760	3,765	+	1,005
d.	Movie Film	460	871	+	411
e.	Other (Describe)		287,796	+	+287,796

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) DA
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:			
a. Case, Subject, Chronos, Etc.	38,589	37,714	- 875
b. Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	18,010	18,945	+ 935
c. Odd-Size Material: Maps, Charts, Photographs, Etc.	1,352	1,320	- 32
d. Other (Describe)	102	119	+ 17
TOTAL LINEAR FEET OF OFFICE FILES	58,053	58,098	+ 45
II. CARD-SIZE FILES:			
a. 3x5 Cards	904	725	- 179
b. 5x8 Cards	482	442	- 40
c. Punch Cards	79	95	+ 16
d. Abstracts	16	28	+ 12
e. Aperture Cards	13	23	+ 10
f. Microfiche	408	326	- 82
g. Other (Describe)	10	2	- 8
TOTAL LINEAR FEET—CARD-SIZE FILES	1,912	1,641	- 271
III. MAGNETIC RECORDS:			
a. Computer Tapes	63,372	75,816	+ 12,444
b. Audio Tapes	14,506	14,515	+ 9
c. Video Tapes	7,620	7,435	- 185
d. Disc Packs	1,132	1,652	+ 520
e. Word Processing Magnetic Tapes	5,081	4,419	- 662
f. Word Processing Magnetic Cards	3,895	4,124	+ 229
g. Magnetic Diskettes 5 1/4"	4,936	7,741	+ 2,805
h. Magnetic Diskettes 8"	9,540	12,266	+ 2,726
i. Paper Tapes			
j. Other (Describe)	24,782	23,470	- 1,312
IV. FILM RECORDS:			
a. Microfilm—16mm Reels	7,286	7,085	- 201
b. Microfilm—35mm Reels	402	119	- 283
c. Microfilm Cassettes	22	350	+ 328
d. Movie Film	245	161	- 84
e. Other (Describe)	782	1,128	+ 346
Comments:			
Signature of Component RMO:		Date:	

FORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

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Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) CIA
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

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b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	95,316	97,878	+ 2,562
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	21,389	20,759	- 630
d.	Other (Describe)	2,630	4,610	+ 1,980

TOTAL LINEAR FEET OF OFFICE FILES

245,046	243,922	- 1,124
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II. CARD-SIZE FILES:

a.	3x5 Cards	5,513	6,281	+ 768
b.	5x8 Cards	15,914	15,413	- 501
c.	Punch Cards	414	232	- 182
d.	Abstracts	283	190	- 93
e.	Aperture Cards	1,935	2,346	+ 411
f.	Microfiche	3,849	3,308	- 541
g.	Other (Describe)	3,942	5,821	+ 1,879

TOTAL LINEAR FEET—CARD-SIZE FILES

31,850	33,591	+ 1,741
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	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	103,268	119,660	+ 16,392
b.	Audio Tapes	20,253	20,400	+ 147
c.	Video Tapes	19,915	23,345	+ 3,430
d.	Disc Packs	3,205	3,866	+ 661
e.	Word Processing Magnetic Tapes	5,702	5,240	- 462
f.	Word Processing Magnetic Cards	8,675	9,144	+ 469
g.	Magnetic Diskettes 5¼"	16,272	25,385	+ 9,113
h.	Magnetic Diskettes 8"	27,956	36,738	+ 8,782
i.	Paper Tapes	6	1,068	+ 1,062
j.	Other (Describe)	24,867	37,326	+ 12,459

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	33,975	21,916	- 12,059
b.	Microfilm—35mm Reels	9,822	8,189	- 1,633
c.	Microfilm Cassettes	3,523	5,037	+ 1,514
d.	Movie Film	1,179	1,149	- 30
e.	Other (Describe)	12,188	320,620	+ 308,432

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD **FROM:** (Directorate and Office)
DO

ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	25,542	24,632	-	910
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.				
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	100	27	-	73
d.	Other (Describe)				
TOTAL LINEAR FEET OF OFFICE FILES		25,642	24,659	-	983

II. CARD-SIZE FILES:

a.	3x5 Cards	1,888	1,732	-	156
b.	5x8 Cards	506	694	+	188
c.	Punch Cards	204	74	-	130
d.	Abstracts	87	80	-	7
e.	Aperture Cards				
f.	Microfiche	838	843	+	5
g.	Other (Describe)				
TOTAL LINEAR FEET—CARD-SIZE FILES		3,523	3,423	-	100

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	338	358	+	20
b.	Audio Tapes	4,008	4,001	-	7
c.	Video Tapes	1,387	1,565	+	173
d.	Disc Packs	286	323	+	37
e.	Word Processing Magnetic Tapes		45	+	45
f.	Word Processing Magnetic Cards	2,880	2,520	-	360
g.	Magnetic Diskettes 5 1/4"	2,612	1,754	-	858
h.	Magnetic Diskettes 8"	4,995	6,377	+	1,382
i.	Paper Tapes				
j.	Other (Describe)				

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	14,273	7,096	-	7,177
b.	Microfilm—35mm Reels	2,171	1,179	-	992
c.	Microfilm Cassettes				
d.	Movie Film	386	37	-	349
e.	Other (Describe)	1,843	288	-	1,555

Comments:

Signature of Component RMO:

Date:

FORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

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Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) DS&T
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a. Case, Subject, Chronos, Etc.	27,607	28,083	+ 476
b. Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	33,463	33,809	+ 346
c. Odd-Size Material: Maps, Charts, Photographs, Etc.	12,132	10,976	- 1,156
d. Other (Describe)	1,455	1,289	- 166
TOTAL LINEAR FEET OF OFFICE FILES	74,657	74,157	- 500

II. CARD-SIZE FILES:

a. 3x5 Cards	737	1,469	+ 732
b. 5x8 Cards	4,515	3,958	- 557
c. Punch Cards	29	5	- 24
d. Abstracts	159	81	- 78
e. Aperture Cards	86	246	+ 160
f. Microfiche	1,469	1,111	- 358
g. Other (Describe)	3,633	4,012	+ 379
TOTAL LINEAR FEET—CARD-SIZE FILES	10,628	10,882	+ 254

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a. Computer Tapes	33,574	37,915	+ 4,341
b. Audio Tapes	494	600	+ 106
c. Video Tapes	3,161	6,684	+ 3,523
d. Disc Packs	1,341	1,534	+ 193
e. Word Processing Magnetic Tapes	243	287	+ 44
f. Word Processing Magnetic Cards	705	1,248	+ 543
g. Magnetic Diskettes 5 1/4"	5,082	7,217	+ 2,135
h. Magnetic Diskettes 8"	5,639	7,502	+ 1,863
i. Paper Tapes	6	1,037	+ 1,031
j. Other (Describe)	48	13,742	+ 13,694

IV. FILM RECORDS:

a. Microfilm—16mm Reels	8,439	4,589	- 3,850
b. Microfilm—35mm Reels	3,478	3,095	- 383
c. Microfilm Cassettes	741	894	+ 153
d. Movie Film	88	73	- 15
e. Other (Describe)	9,563	31,408	+ 21,845

Comments:

Signature of Component RMO: _____ Date: _____

ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD	FROM: (Directorate and Office) DI
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d.	Abstracts	21	1	- 20
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b.	Microfilm—35mm Reels	3,771	3,796	+ 25
c.	Microfilm Cassettes	2,760	3,765	+ 1,005
d.	Movie Film	460	871	+ 411
e.	Other (Describe)			
Comments:				
Signature of Component RMO: _____ Date: _____				

FORM 3581 OBSOLETE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86**TO:**
OIS/IRMD**FROM:** (Directorate and Office)

DCI Area

ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	6,610	6,454	-	156
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	5,065	5,047	-	18
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	449	338	-	111
d.	Other (Describe)	15	23	+	8
TOTAL LINEAR FEET OF OFFICE FILES		12,139	11,862	-	277

II. CARD-SIZE FILES:

a.	3x5 Cards	142	133	-	9
b.	5x8 Cards	240	252	+	12
c.	Punch Cards				
d.	Abstracts				
e.	Aperture Cards				
f.	Microfiche	137	111	-	26
g.	Other (Describe)	26	26	+	26
TOTAL LINEAR FEET—CARD-SIZE FILES		519	522	+	3

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	161	835	+	674
b.	Audio Tapes	546	545	-	1
c.	Video Tapes	188	438	+	250
d.	Disc Packs	96	85	-	11
e.	Word Processing Magnetic Tapes	72	147	+	75
f.	Word Processing Magnetic Cards	1,080	1,080		0
g.	Magnetic Diskettes 5 1/4"	673	497	-	176
h.	Magnetic Diskettes 8"	1,013	1,949	+	936
i.	Paper Tapes		1	+	1
j.	Other (Describe)				

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	746	688	-	58
b.	Microfilm—35mm Reels				
c.	Microfilm Cassettes		28	+	28
d.	Movie Film		7	+	7
e.	Other (Describe)				

Comments:**Signature of Component RMO:****Date:**